



# Competition and Fair Trading Commission

Off Presidential Highway  
New Golden Peacock Office Complex, 6<sup>th</sup> Floor  
Private Bag 332  
Lilongwe  
Telephone: +265310001440/41  
Toll Free line:2489  
E-mail: [procurement@cftc.mw](mailto:procurement@cftc.mw)

## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: CFTC/RFQ//ICT-ACCESSORIES/10/2024-25**

To:

.....

**Date: 22<sup>nd</sup> October 2024**

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS:

#### 1) Description of Supply and Delivery

i. **LOT1:** Supply, delivery and installation of LCD and repair of keyboard

#### 2) Quotation prices should be based on:

for goods supplied from within Malawi; EXW – insured and delivered to **Competition and Fair Trading Commission, MERA Complex, Convention Drive, Lilongwe**

3) The delivery period required is **seven (7) days** from the date of order.

4) Quotations must be valid for **Sixty (60) days** from the date of receipt given below.

5) The warranty/guarantee offered shall be **twelve (12) months**.

6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.

7) Quotations must be received, in sealed envelopes or through electronic mail, no later than **15:00 hours on Tuesday 29<sup>th</sup> October 2024**.

8) Quotations must be returned to:

**IPDC Chairperson, Competition and Fair Trading Commission, Off Presidential Way, New Golden Peacock Office Complex, 6<sup>th</sup> Floor, Private Bag 332, Lilongwe**

9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

10) Additional services:

(a) Delivery at CFTC Offices

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Signed:

Title/Position: Senior Procurement Officer  
For and on behalf of the Purchaser

# Competition and Fair Trading Commission

Procurement Number: CFTC/Rfq/G/ICT-ACCESSORIES/23/06

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: ..... days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: ..... days from the date for receipt of Quotations.
- 4) Warranty period (where applicable) ..... months.
- 5) We attach the following documents:
  - i. Section C of the Request for Quotations completed and signed;
  - ii. Copy of Certificate of Business Registration
  - iii. Valid Tax Clearance Certificate;
  - iv. Withholding Tax Certificate. If not registered, the invoice shall be deducted for the withholding tax
  - v. A valid copy PPDA Certificate
  - vi. Evidence of past experience of supplying similar goods ( attach at least three copies of contracts or LPOs)
  - vii. *[Insert any other documentation required by the Procuring Entity].*
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

### Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: .....

.....

***If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.***

# Competition and Fair Trading Commission

Procurement Number: CFTC/RFQ/G/ICT-ACCESSORIES/23/06

## SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

### LOT1:

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1.	Laptop Screen/LCD for HP Spectre X360 convertible model 13-ap0039nr  And Repair Keypad	Each	1		
2.	Laptop Screen/LCD for HP Pavillion X360 convertible model 14t-dy000	Each	1		
				<b>Sub-Total</b>	
				<b>16.5% VAT</b>	
				<b>Total</b>	

The following attachments are appended to clarify the Description of Goods:

*[List any attachments providing additional specification of the goods required]*

### Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

1

# Competition and Fair Trading Commission

Procurement Number: CFTC/RFQ/G/ICT-ACCESSORIES/23/06

The following attachments are appended to clarify the Description of Goods:  
*[List any attachments providing additional specification of the goods required]*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_